

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

IN REPLY REFER TO
BUPERSINST 1650.12D
PERS-605
20 Feb 02

BUPERS INSTRUCTION 1650.12D

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: NAVY COMMUNITY SERVICE OF THE YEAR AWARD PROGRAM

Ref: (a) OPNAVINST 5350.6B

Encl: (1) Navy Community Service Geographic Regional
Coordinators
(2) Submission Guidelines for Navy Community Service
Award Nomination

1. Purpose. To provide eligibility criteria and nominating procedures for recognizing Navy commands that engage in exemplary voluntary community service activities. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1650.12C.

3. Background. Navy's Community Service Program established in reference (a) provides opportunities for Navy military and civilian employees to volunteer for meaningful command-sponsored community service projects. Through this program, Navy volunteers make a difference by strengthening education, preserving the environment, providing humanitarian assistance, and promoting anti-drug and healthy lifestyles.

4. Award Categories. Navy Community Service of the Year Awards are based on the following categories:

a. USS BAINBRIDGE (CGN 25) Award for Overall Excellence.
This category is open to all commands regardless of size. Commands must submit separate packages in a minimum of three flagship categories to be considered.

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b. Personal Excellence Partnership Flagship. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

c. Health, Safety, and Fitness Flagship. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

d. Campaign Drug Free Flagship. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

e. Project Good Neighbor Flagship. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

f. Environmental Stewardship Flagship. Awards for small shore, medium shore, large shore, small sea, medium sea, large sea, small overseas, medium overseas, and large overseas.

g. Size categories

(1) Small - fewer than 200 command personnel.

(2) Medium - 200-499 command personnel.

(3) Large - 500 or more command personnel.

h. The award period for all awards is from 1 July through 30 June annually.

i. All permanently assigned Navy military and civilian employees, to include Joint Service commands where Navy personnel are assigned, shall be counted when totaling numbers for command personnel. This will ensure an equitable count for determining size categories.

j. Awards recognize command-sponsored and approved activities only. These awards do not recognize individual or community activities outside the command's purview.

k. Individual command organizations, such as Chief Petty Officer Associations and Officer Wardrooms are ineligible to compete for these awards unless they operate under the command's overall community outreach charter.

5. Flagship Award Criteria

a. Personal Excellence Partnership Flagship. Recognizes the best educational partnership program between a Navy command and school or youth service organization.

b. Health, Safety, and Fitness Flagship. Recognizes the best project that teaches and encourages individuals to lead healthy, active lives.

c. Campaign Drug Free Flagship. Recognizes the best program that reaches out to teach children about the dangers of drug abuse using the Naval Reserve Force specially prepared video tapes and presentation. Other anti-drug programs such as Drug Education for Youth, shall be recognized by the Health, Safety, and Fitness Flagship.

d. Project Good Neighbor Flagship. Recognizes the best year-round program or special project that encourages activities to provide humanitarian assistance to the less fortunate of the community.

e. Environmental Stewardship Flagship. Recognizes the best year-round volunteer supported program or special project that promotes education and good stewardship of environmental resources.

6. Action

a. Commanding Officers (COs). Responsible for submitting a nomination package to their respective Geographic Regional Coordinator listed in enclosure (1) and per enclosure (2). This includes both active and reserve Navy commands. Overseas commands, not assigned regional coordinators, shall submit their award nominations to Navy Personnel Command (NAVPERSCOM) (PERS-605) by 30 September. Command nomination submissions shall not exceed 10 pages. A separate package shall accompany each award Flagship category for a maximum of five packages.

b. Geographic Regional Coordinator. Responsible for submitting nominations for established awards to NAVPERSCOM (PERS-605) by 30 September. Regional coordinator endorsement shall be limited to one typewritten page. Regional Coordinators may designate sub regional commands to sponsor local award competitions in determining most qualified nominees for each award.

c. Flagship Sponsor. Responsible for holding an awards board for each flagship category. Each Flagship Sponsor may select a total of nine Navy-wide winners. Additional winners may be selected in the case of ties. Each Flagship Sponsor is responsible for announcing award winners via a Navy Administrative (NAVADMIN) message as well as forwarding a copy of award winner notification to the winner's Geographic Regional Coordinator and Immediate Superior in Command (ISIC).

d. NAVPERSCOM (PERS-605). Responsible for conducting the USS BAINBRIDGE (CGN 25) awards board. NAVPERSCOM (PERS-605) shall announce Navy-wide winners and runners-up for the USS BAINBRIDGE (CGN 25) award via a NAVADMIN message.

7. Recognition. Navy Community Service Flagship Awards winners will be recognized through

a. award plaques from the respective Flagship Sponsor to Navy-wide winners.

b. certificates from the respective Flagship Sponsor to Navy-wide honorable mentions.

c. recognition by the respective Geographic Regional Coordinator for regional winners.

d. publicity through Navy media relations, "Navy Community Service News" newsletter, and other appropriate media.

8. Reports. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAVINST 5214.2B.

G. L. HOEWING
Rear Admiral, U.S. Navy
Deputy Chief of Naval Personnel

Distribution:
SNDL Parts 1 and 2

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NAVY COMMUNITY SERVICE GEOGRAPHIC REGIONAL COORDINATORS

<p>Commander, Navy Region, Southeast (Code N02NP2) Attn: Southeast Regional Coordinator, Navy Community Service Naval Air Station Box 102 Jacksonville, FL 32212-0102 Ph (904) 542-5380 DSN 942-5380 Fax (904) 542-0422 Region: Southeast - Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Guantanamo Bay, Puerto Rico</p>	<p>Commander, Navy Region Northeast (01D1) Attn: Northeast Regional Coordinator, Navy Community Service Box 101 Naval Submarine Base Groton, CT 06349-5101 Ph (860) 694-4779 DSN 694-4779 Fax (860) 694-5339 Region: Northeast - Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont</p>
<p>Commander, U.S. Naval Forces Marianas (N53) Attn: Guam Regional Coordinator, Navy Community Service PSC 455 Box 152 FPO AP 96540-1000 Ph 671-339-5238 DSN 339-5238 Fax 671-339-7034 Region: Guam</p>	<p>Commandant, Naval District Washington (N00I1) Attn: Naval District Washington Regional Coordinator, Navy Community Service 1014 North St. SE, Suite 200 Washington, DC 20374-5001 Ph (202) 433-3728 DSN 288-3728 Fax (202) 433-6278 Region: Naval District Washington - Maryland, Washington, D.C., and the Northern Virginia Counties of Arlington, Fairfax, Loudoun, Prince William, Fauquier, and the city of Alexandria</p>
<p>Chief, Naval Air Training (N12211) Attn: South Central Regional Coordinator, Navy Community Service 250 Lexington Blvd. Ste. 102 Corpus Christi, TX 78419-5041 Ph (361) 961-3625 DSN 861-3625 Fax (361) 961-2913 Region: South Central - Arkansas, Kansas, Louisiana, Missouri, Nebraska, New Mexico, Oklahoma, Texas</p>	<p>Commander, Naval Training Center, Training Dept. Attn: Great Lakes Regional Coordinator, Navy Community Service 2601A Paul Jones St., Bldg. 1, Room 130 Great Lakes, IL 60088-5000 Ph (847) 688-4483 DSN 792-4483 Fax (847) 688-3277 Region: Great Lakes - Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, Wisconsin</p>

Enclosure (1)

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NAVY COMMUNITY SERVICE GEOGRAPHIC REGIONAL COORDINATORS (CONT'D)

Commander, Navy Region, Mid-Atlantic (N101) Attn: Mid-Atlantic Regional Coordinator, Navy Community Service 6506 Hampton Blvd. Norfolk, VA 23508-1273 Ph (757) 322-2826 DSN 262-2826 Fax (757) 445-2767 Region: Mid-Atlantic - Delaware, Pennsylvania, Virginia (excluding Northern Virginia counties assigned to NDW), West Virginia, Keflavik	Navy Personnel Command Navy Community Service Program Manager PERS-605 5720 Integrity Dr. Millington, TN 38055-6050 Phone 901-874-4270 DSN 882-4270 Fax (901) 874-2698 E-mail: p605@persnet.navy.mil
Commander, Navy Region, Hawaii Attn: Hawaii Regional Coordinator, Navy Community Service 820 Willamette St. Pearl Harbor, HI 96860-5080 Ph (808) 473-4222 ext. 271 Fax (808) 474-4222 Region: Hawaii	Commander, Navy Region, Southwest Public Affairs Office Attn: Southwest Regional Coordinator, Navy Community Service 937 N. Harbor Dr. San Diego, CA 92132-5100 Ph (619) 532-4306 DSN 522-4306 Fax (619) 532-3181 Region: Southwest - Arizona, California, Colorado, New Mexico, Nevada, Utah
Commander, Navy Region, Northwest Attn: Northwest Regional Coordinator, Navy Community Service (N47SA) 610 Dowell St. Keyport, WA 98345 Ph (360) 396-4081 DSN 744-4081 Fax: (360) 396-5881 Region: Northwest - Alaska, Idaho, Montana, Oregon, Washington, Wyoming	

Awards received from the civilian community

On separate sheets, provide a summary and narrative statement.

Summary. Write a one-sentence statement highlighting the goals of the voluntary community service activity.

Narrative statement. The narrative statement describes your program, in as much detail as possible, using the guidelines below. Label each section accordingly. The narrative must be on 8-1/2" x 11" paper, single-sided, **double-spaced**, with a **five-page maximum**. Enclose two stapled copies. Up to five pages of supplemental materials such as letters, testimonials, news clippings, pamphlets, etc., may be added to support the nomination. Supplemental materials must be no larger than 8 1/2" x 11". Do not submit videotapes, display materials, films, or scrapbooks as they will not be considered in judging the nomination, and will not be returned.

Section I - Priorities and Commitment. What is the purpose of the program? What are its goals? How does the program address the needs of youths or the community? How does your community service program help your personnel reinforce and integrate Navy Core Values of Honor, Courage, and Commitment? How long has the program been active? Is it a one-time project or an ongoing activity? When did it occur (mention specific dates, time periods)? What other organizations are involved? How does it link with the recipient's plans for improvement? Describe the activities and level of command support and visibility of community service at the command -- release time, recognition, volunteer recruitment, and retention, value placed by the command on volunteering, etc. Are all divisions and departments involved?

Section II - Program Administration. How is the program managed? How were volunteers screened, oriented, and trained? Describe recruitment efforts, publicity, risk management, volunteer recognition, and involvement of volunteers in planning ongoing activities, goal-setting, etc. What ongoing procedures are used to monitor and evaluate the program to ensure continual improvement?

Section III - Action and Results. How many non-Department of the Navy (DON) people directly benefit from this program? Please be very specific in describing how the benefits occur. How do the volunteers gain leadership training? Is it an opportunity to experience and internalize actions that engender Navy Core Values of Honor, Courage, and Commitment? How many volunteers are involved? How much time (indicate the number of hours per week or month) do volunteers on average put into the program's efforts? (Include time spent in planning and organizing activities. Do not include travel to and from the volunteer site.) Describe the measurable results demonstrated by the program. Describe any other results.